



# HAMILTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

317 OAK STREET, SUITE 302  
CHATTANOOGA, TENNESSEE 37403  
PHONE: (423) 209-6900 FAX (423) 209-6901

---

---

## MINUTES

### LEPC Meeting Minutes, September 12, 2007

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held September 12, 2007 at BASF Corp., Amnicola Highway, Chattanooga, Tennessee. The following constitutes the minutes of that meeting.

#### Those in attendance were:

Bruce Garner, CFD; **Chairman**  
Dawn Ford, Health Dept., **V/Chair**  
Larry Martin, McKee Foods, **Vice/Chair**  
David Darnell, BASF, **Vice Chair**  
Jack Gray, Pathway Polymers, **Vice/Chair**  
John Piotter, Guardian Group, **Vice/Chair**  
Wayne Stuntz, **Secretary/Treasurer**  
Ray Burden, UT Ext.  
Caroline Williams, LWV  
Tim Arnold, USCG–Auxiliary  
Karen Dale, INVISTA  
George Sivils, INVISTA  
Gerald Clayton, INVISTA  
Mike Flynn Sr., East Ridge Fire Rescue  
Mike Edwards, McKee Foods  
John Moorshead, DPC Enterprises  
Marcus Cochran, First Response, Inv.  
Mike Akins, First Response, Inv.

John Bennett, JIT Chemical Corp.  
Susan Holmes, TN American Water  
Mark Starrett, Chattanooga Gas Co.  
Tommy Arthur, Nu-Foam Prod., Inc.  
Dan Coleman, ADTECH Ceramics  
Mark Hogan, ALSTOM  
Mickey Blevins, ALSTOM  
Richard Twitchell, Self  
Robert McCain, Chattanooga Gas  
Sandra Polly, TNSG  
Don Hood, MEI  
Michael James, MEI  
Anthony Phillips, Lamberti Synthesis  
Bert Templeton, BASF  
Jason Combs, ADTECH Ceramics  
Shane Jenkins, Emer. Response Svcs, (**Guest**)  
Charles Reynolds, Safety & Health Comp. Mgmt  
Elizabeth Forrester, Cherokee Cleaning

**Introductory Remarks:** Chairman Garner began by welcoming all in attendance and asked for personal introductions.

- Chairman Garner thanked Mr. Purvis and Mr. Darnell of BASF for hosting the meeting.

#### Old Business:

- Motion to approve July 11, 2007 LEPC meeting minutes was made by Ms. Caroline Williams, and seconded by Mr. John Piotter. No further discussion. Motion carried.

- Financial report presented by Secretary Wayne Stuntz. Motion to approve Financial report as presented made by Mr. Larry Martin, seconded by Mr. Jack Gray. No further discussion. Motion carried.
- Chairman Garner took this opportunity to remind everyone of the free 8-hour HAZWOPER refresher training course for LEPC members coming up on Oct 4<sup>th</sup> at the

LEPC Meeting Minutes  
September 12, 2007

Fire Training Center. Flyers were available at the meeting for those interested. Bruce said the class maximum is 25 people and that nine (9) people have already signed up.

#### **New Business:**

- Chairman Garner spoke briefly about an Executive Committee decision “not” to receive and store industry contingency/emergency response plans with reasoning being that the LEPC office does not have the space to store them; the LEPC is not an emergency response agency and that some are maintained with the jurisdictional fire department. Secretary Stuntz added when the time comes to update the LEPCs Hazard Materials Disaster Emergency Response Plan, it will be necessary to receive company contingency/emergency response plans to incorporate them into the LEPC plan.
- Chairman Garner informed the Committee that the LEPC periodically asks the County Auditor’s office to conduct an audit of the LEPCs Receipts and Disbursements. After careful review of records covering the period January 2003 through December 2006, the Auditor’s office provided the LEPC with a “draft” preliminary copy of the results of the audit. Secretary Stuntz covered the three areas identified in the auditor’s preliminary report as “weaknesses in internal control” and their suggested recommendations; which were:
  - Consider acquiring and using a low-cost computer accounting program (i.e. *QuickBooks*) for accounting for financial transactions,
  - Whenever the LEPC contracts with an individual/agency, on behalf of the LEPC, to provide various services where compensation or payment exceeds \$600 annually, a Federal Form 1099 MISC should be prepared on behalf of the applicable party.
  - And lastly, the audit recommended that the LEPC investigate investment options (i.e. a better paying checking account or a short-term certificate of deposit) to maximize interest income while ensuring the safety and liquidity of its cash balances.
- Chairman Garner said that the Executive committee would need to take these recommendations under advisement and respond accordingly. Also that a copy of the findings would be sent to committee members for their review.
- Chairman Garner then turned the meeting over to Mr. David Darnell who welcomed all in attendance and asked Mr. J.D. Purvis, BASF Site Manager; Manufacturing Manager for the business group known as Functional Polymers within the BASF Corporation; and current Chairman of the Chattanooga Manufacturing Association to address the committee.

- Mr. Purvis welcomed all in attendance and on behalf of BASF thanked everyone for their support of the LEPC. Mr. Purvis' comments were very favorable to the LEPC and he was gracious enough to offer the BASF facility we were currently holding our meeting in for future meetings.

LEPC Meeting Minutes  
September 12, 2007

### **Program:**

- Mr. David Darnell said that Mr. Dan Gilley with the TN Department of Homeland Security (TN-DHS) was not able address the Committee at this meeting but told David that he would be at the November 14<sup>th</sup> meeting to provide an update on the activities of his department. Mr. Darnell then gave an excellent power point presentation of both BASF facilities in the Chattanooga area.

### **Other Business:**

- Dr. Ray Burden spoke briefly about a flyer he passed out at the meeting regarding a no-cost Weapons of Mass Destruction (WMD) Standardized Awareness Training Program course approved by DHS that can be brought to a business to offer employees a basic awareness of WMD. He said it is a 6-hour course that provides the responder with instruction on prevention and deterrence, chemical and biological agents, radiological materials, explosives, and the Emergency Response Guidebook. The target audience/ disciplines, to name a few, are: private industry, Hazardous materials (HAZMAT), Emergency Management, etc.

### **Date and Location of Next Meeting:**

- Next meeting is November 14, 2007, 10:30 a.m. at Wally's Restaurant, 6521 Ringgold Rd, East Ridge, Tennessee.

### **Adjournment**